**JOB DESCRIPTION**

1. **INTRODUCTION**

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| 1. Contract number: MOH-16
 | 1. Project implementer

 Ministry of Justice and Home Affairs  |
| 1. Project name:

“Modernization of National Central Archives in Mongolia” | * 1. Vacancy: 1

 Project Coordinator  |
| 1. Title of position holder having direct supervision over the position:

 Project Director  |

1. **ROLES**

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| 1. Purpose of the position:
 | Effectively manage the activities of the project implementing unit (PIU), to carry out project planning, implementation, monitoring and evaluation in accordance with relevant procedures; Properly manage the PIU and monitor expenditures in accordance with the budget and plan approved by the Project Steering Committee (PSC); The Ministry of Finance, the Ministry of Justice and Home Affairs and other stakeholders will coordinate the implementation of the project. |
| 1. Main objectives of the position:
 | 1. Provide management and methodology to PIU’s employee.
2. Provide general coordination to project consultants and contractors
3. Monitor and evaluate the implementation of projects and activities in accordance with the loan agreement, conduct regular internal monitoring and report to the PSC and project implementing organization.
4. Organize project procurement activities in accordance with procurement policies and procedures, monitor financial expenditures and provide general management.
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| 1. Main roles of the position:
 | Duration, schedule | Performance indicator  |
| Job responsibilities related to the 1st objective:  |
| * 1. Manage and monitor the day-to-day operations of the PIU, effectively implement and report on projects and activities;
	2. if necessary, to represent the project director on issues related to the project;
	3. Acting Secretary of the PSC;
	4. Draft an annual project action plan and approved it by the Ministry of Justice and Home Affairs;
	5. Monitor and evaluate the work plan and performance of the PIU employee.
	6. Monthly report on the implementation of work and services performed within the scope of work objectives set out in the job description of PIU employee.
	7. Draft and present to the Project Director a proposal on monitoring and evaluating the implementation of the contract by the PIU employee, extending and terminating the contract, rewarding and holding employees accountable.
	8. Implement the functions set forth in the “Procedure for using, organizing, financing, monitoring and evaluating projects and activities of the Government to use foreign borrowed funds” approved by the 4th order of the Minister of Finance in 2021.
	9. The project implementation will be continuously monitored and evaluated, and the process and results will be presented to the PSC by the project director.
 | During the term of project implementation | Operation report (monthly, quarterly, annual report) |
| Job responsibilities related to the 2nd objective: |  |
| 1. Monitor and coordinate the work of the project consulting team and the executor.
2. Manage the implementation of the project implementation and procurement plan, and present the results to the PSC director The project director will direct the implementation of the project implementation, procurement plan and results to the PSC.
3. Provide full support to the Ministry of Justice and Home Affairs in the selection of consulting services and monitoring the contract performance; monitor the performance of consulting services and provide management and coordination;
4. Consider that the state and local budgets to be consolidated in the Ministry of Finance fully reflect the contributions and participation of project stakeholders;
5. Prepare annual project and quarterly reports in accordance with the project performance management system of the Ministry of Finance and submit to the Ministry of Justice and Home Affairs and the Ministry of Finance;
6. Supervise and provide guidance and coordination to PIU employee, consultants, contractors and partners to ensure that activities are being carried out in accordance with approved plans, schedules and budgets;
7. Support the organization of public information and communication events;
8. Evaluate the implementation of the contract and ensure the implementation process, review the request to amend the contract, amend the contract if necessary, and refuse to draft the contract.
 | During the term of project implementation | Operation report (monthly, quarterly, annual report) |
| Job responsibilities related to the 3rd objective: |
| 1. Develop and implement an annual project monitoring and evaluation plan;
2. Check the quality and accuracy of the information and take corrective action, if necessary;
3. Monitor and report compliance with the contract through quarterly and annual operation reports;
4. Identify barriers and obstacles to the smooth implementation of the project and propose measures to eliminate them to the PSC;
5. Prepare quarterly and annual monitoring and evaluation reports of the project in a timely, accurate and objective manner and submit to the relevant authorities.
 | During the term of project implementation | Operation report (monthly, quarterly, annual report) |
| Job responsibilities related to the 4th objective: |
| 1. Ensure the implementation of the PIU action plan and procurement plan and report the results;
2. Organize and implement procurement of goods and services required for the sustainable and effective implementation of the PIU in accordance with ADB's procurement policies and procedures; to conclude contracts and monitor their implementation;
3. Report on the operation and implementation of project activities, financial and procurement plans on a monthly, quarterly and annual basis;
4. Responsible for creating and maintaining project advance accounts and other accounts;
5. In collaboration with the PIU administration and finance officer, (a) submit a request for money to the Ministry of Finance based on the contract amount, invoices and other financial documents; (b) requesting replenishment of the advance account;
6. Properly manage financial and accounting records and reports in accordance with relevant regulations.
 | During the term of project implementation | Percentage and quality of contract implementation |
| Explanation: Duration and schedule of works shall be defined under the annual operation plan. |

**C.REQUIREMENTS**

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| 1.Requirements for the position | 1.1General requirements | Indication | Critical requirement | Necessary |
| Education | Bachelor’s degree and higher |
| Profession | -Bachelor’s degree or higher degree in Business administrator, Law, archive, official keeping record or other relevant fields.  | . |
| Experience  | * Experience in project management;
* Experience in working for projects of international organization;
* Knowledge of legislation on archives and official record keeping and policy environment;
* Knowledge of Government's information technology policies and regulations;
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| Skills | * Ability to plan, implement, evaluate and monitor projects;
* Problem solving and discussion skills;
* High level of communication skills;
* Team work skills;
* High level of written (formal documentation) and spoken English and Mongolian language skills
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|  | 1.2.Special requirements | Knowledge of legislation on archives and official record keeping and legal documents and standards; ability to keep official records and document drafting skills  |  |